Cyllid & Thollau EM | HM Revenue & Customs

Instruction to your bank or building society to pay by Direct Debit

Cyfarwyddyd i'ch banc neu gymdeithas adeiladu dalu drwy Ddebyd Uniongyrchol

Please fill in the whole form using a ball point pen and send it to:
Cwblhewch y ffurflen gyfan gan ddefnyddio pen inc, ac anfonwch hi at:

HM Revenue & Customs
DMB
2 Coed Pella Road
Colwy Bay
Conwy
LL29 8LP

Cyllid & Thollau EM
DMB
2 Coed Pella Road
Bae Colwyn
Conwy
LL29 8LP

Service user number / Rhif defnyddiwr gwasanaeth

9	1	9	3	4	2

Reference / Cyfeirnod

Name(s) of account holder(s) / Enw(au) deiliad/deiliaid y cyfrif

Bank/building society account number
Rhif y cyfrif banc/cymdeithas adeiladu

Branch sort code / Cod didoli'r gangen

Name and full postal address of your bank or building society
Enw a chyfeiriad post llawn eich banc/cymdeithas adeiladu

To: The Manager
At: Y Rheolwr

Bank/building society
Banc/cymdeithas adeiladu

Address / Cyfeiriad

Postcode / Cod post

FOR HM REVENUE & CUSTOMS OFFICIAL USE ONLY
AT DDEFNYDD SWYDDOGOL CYLLID & THOLLAU EM YN UNIG
This is not part of the instruction to your bank or building society.
Nid yw hwn yn rhan o'r gorchymyn i'ch banc neu eich cymdeithas adeiladu.
If you are signing this form to pay on behalf of someone else, for example a spouse, son or daughter please complete the following details so we can write to you with confirmation of the payments to be collected.
Os ydych yn llofnodi'r ffurflen hon er mwyn talu ar ran rhywun arall, er enghraifft eich priod, mab neu ferch, cwblhewch y manylion canlynol fel y gallwn ysgrifennu atoch gyda chadarnhad o'r taliadau i'w casglu.
Name/Enw
Address/Cyfeiriad

Phone number/Rhif ffôn

Instruction to your bank or building society
Please pay HM Revenue & Customs Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with HM Revenue & Customs and, if so, details will be passed electronically to my bank/building society.

Cyfarwyddyd i'ch banc neu gymdeithas adeiladu
Byddwch cystal â thalu Debydau Uniongyrchol i Cyllid & Thollau EM o'r cyfrif a nodir ar y Cyfarwyddyd hwn, yn rhwym wrth y mesurau a sicrheir gan y Warant Debyd Uniongyrchol. Deallaf y gall y Cyfarwyddyd hwn aros gyda Cyllid & Thollau EM ac, os felly, anfonir manylion yn electronig i'm banc/cymdeithas adeiladu.

Signature(s) / Llofnod(ion)

Date / Dyddiad

Banks and Building Societies may not accept Direct Debit Instructions for some types of account
Gall Banciau/Cymdeithasau Adeiladu wrthod derbyn cyfarwyddiadau i dalu Debydau Uniongyrchol o rai mathau o gyfrifon

DDI10

This guarantee should be detached and retained by the payer.
Dylai'r talwr ddatgysylltu a chadw'r warant hon.

The Direct Debit Guarantee
Gwarant Debyd Uniongyrchol

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
  Mae'r Warant hon yn cael ei chynnig gan bob banc a chymdeithas adeiladu sy'n derbyn cyfarwyddiadau i dalu Debyd Uniongyrchol
- If there are any changes to the amount, date or frequency of your Direct Debit HM Revenue & Customs will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HM Revenue & Customs to collect a payment, confirmation of the amount and date will be given to you at the time of the request
  Os bydd unrhyw newid yn symiau, dyddiadau neu amlder eich Debyd Uniongyrchol, bydd Cyllid & Thollau EM yn rhoi gwybod i chi 10 diwrnod gwaith cyn i'ch cyfrif gael ei ddebydu, neu fel y cytunwyd fel arall. Os byddwch chi'n gofyn i Cyllid & Thollau EM gasglu taliad, bydd cadarnhad o'r swm a'r dyddiad yn cael ei roi i chi pan wneir y cais
- If an error is made in the payment of your Direct Debit, by HM Revenue & Customs or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  Os bydd Cyllid & Thollau EM neu eich banc neu gymdeithas adeiladu, yn gwneud camgymeriad ynghylch talu eich Debyd Uniongyrchol, mae gennych yr hawl i dderbyn ad-daliad llawn ar unwaith o'r swm a dalwyd gan eich banc neu gymdeithas adeiladu
  - If you receive a refund you are not entitled to, you must pay it back when HM Revenue & Customs asks you to
    Os byddwch chi'n derbyn ad-daliad nad oedd gennych yr hawl i'w dderbyn, mae'n rhaid i chi ei dalu yn ôl pan fydd Cyllid & Thollau EM yn gofyn i chi wneud hynny
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.
  Gallwch ganslo Debyd Uniongyrchol unrhyw bryd drwy gysylltu â'ch banc neu gymdeithas adeiladu. Efallai y bydd angen cadarnhad ysgrifenedig. Rhowch wybod i ninnau hefyd, os gwelwch yn dda.